

# Retention and Classification Report

**Agency:** Murray City School District (Utah) (681)

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Murray, UT 84107  
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**Records Officer** Tricia Drake

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**AGENCY:** Murray City School District (Utah)

**SERIES:** 703

3

**TITLE:** Accounts payable report

**DATES:** 1875-

**ARRANGEMENT:** Numerical by check or purchase order number

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

This report lists the payment of district bills. It is used for accounting and auditing purposes. The report includes the check or purchase order number, date, vendor number, item description, date of purchase order, invoice number, fund code, location number, program code, date of purchase order, amount of invoice and discount and amount. In 1971, the report was computerized and in 1978 the report was placed on Computer Output Microfiche. It is printed three times per month.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1875 through 1906. Retain in Office for 5 years and then transfer to State Archives.

Paper: For records beginning in 1906 through 1978. Retain in Office for 7 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 7 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 703

**TITLE:** Accounts payable report

(continued)

Computer output microfiche duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative and fiscal needs expressed by the District's Business Official. The first volume of accounts payable is retained permanently because it was created prior to the creation of the district and represents one of the original County School Districts. It is retained for historical purposes.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 17292

3

**TITLE:** Annual public school enrollment report

**DATES:** 1995-

**ARRANGEMENT:** Chronological, thereunder numerical by school code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 9, Item 1.

**AUTHORIZED:** 11/01/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until verified and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 17292

**TITLE:** Annual public school enrollment report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray City School District (Utah)

**SERIES:** 690

3

**TITLE:** Distribution reports

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by name and numerical by account number

**ANNUAL ACCUMULATION:** 40.00 fiche.

**DESCRIPTION:**

This monthly computer printout monitors program budgets. The report comes in two sections: an alphabetical listing by employee's name and numerical by account code. Both reports include the following information: names of employees, social security numbers, account number, current amount paid, total paid month to date, quarter to date amount paid, and fiscal year year-to-date amount paid.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 week and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 690

**TITLE:** Distribution reports

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is based on fiscal needs expressed by the district's payroll director. These reports are audited.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 707

3

**TITLE:** Fixed asset report

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 5.00 fiche.

**DESCRIPTION:**

This is a computer report on all district fixed assets (equipment, buildings, and sites). Two reports are printed. One is a mid-year report which is distributed to all school principals. The other report is a year-end report. The both reports includes asset description, cost, serial number, model, manufacturer, reference number, quantity, year and month purchased, and location (room, building, and site).

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.



**AGENCY:** Murray City School District (Utah)

**SERIES:** 707

**TITLE:** Fixed asset report

(continued)

**APPRAISAL:**

Fiscal

This retention is based on the administrative and the fiscal needs expressed by district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 705

3

**TITLE:** General journal report

**DATES:** 1978-

**ARRANGEMENT:** Numerical by journal number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This monthly computer report is a register of journal entries containing accounts to be charged and credited. It is used to make adjustments and corrections to accounting records. The report includes account number, amount debited, amount credited, account description, and reason for journal entry. Each monthly printout supersedes the previous report. The year-end report is received annually on computer output microfiche after the end of the fiscal year.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until Computer microfiche has been received and then destroy.

Computer output microfiche master: Retain in Office for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 705

**TITLE:** General journal report

(continued)

**APPRAISAL:**

Fiscal

This retention is based on the administrative needs expressed by the district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 688

3

**TITLE:** Monthly financial reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder numerical by account number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This computer report is printed monthly and is a summary of the district financial situation. It is used to create district financial reports. It includes reports on expenditures, budgets, programs, and includes balance sheet account and revenues (local, state, and federal). The report includes detail of account number, description number, description, current month expenditures/receipts, budget, year to date expenditures/receipts, and budget balance.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 688

**TITLE:** Monthly financial reports

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative and financial needs expressed by the district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 692

3

**TITLE:** Monthly retirement report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by location code, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This is a monthly computer report on information sent to the State Retirement Office. It is used to verify funds contributed to the State retirement system. It includes social security number, members name, monthly earnings, earnings subject to retirement, deductions from pay check, contributions by employer for employee, retirement deposits, salary deferred stock fund, salary deferred 401(k) fund, and contribution of employer 401(k) fund.

**RETENTION:**

Retain 1 month.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center for 56 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 56 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 692

**TITLE:** Monthly retirement report

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative needs and fiscal needs expressed by the district's business official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 10075

3

**TITLE:** Official transcripts

**DATES:** ca. 1905-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**



**AGENCY:** Murray City School District (Utah)

**SERIES:** 10075

**TITLE:** Official transcripts

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Murray City School District (Utah)

**SERIES:** 593

3

**TITLE:** Pay record

**DATES:** 1972-

**ARRANGEMENT:** Numerical by check number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This computer report is a history of all issued handwritten special payroll checks by the district. It is printed monthly and usually a short list of twelve checks or less. It includes check number, social security number, account number, deductions, name of payee, gross pay, net pay, and computer generated journal entries for monthly payroll totals.

**RETENTION:**

Retain 53 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after being microfilmed and then destroy provided microfilm has passed inspection.

Computer output microfiche master: Retain in State Records Center for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 593

**TITLE:** Pay record

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative needs expressed by the district's Business Official. Since the District pay record supplements the Payroll Register it should be retained for the same length as the register. the Payroll register. Since the district does not have a separate Employee Payroll History this

**AGENCY:** Murray City School District (Utah)

**SERIES:** 7052

3

**TITLE:** Payroll records

**DATES:** 1906-

**ARRANGEMENT:** Alphanumerical by name and school

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain 65 eyars.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 7052

**TITLE:** Payroll records

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Murray City School District (Utah)

**SERIES:** 84750

3

**TITLE:** Payroll registers

**DATES:** 1896-

**ARRANGEMENT:** Numerical by location code, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This computer printout is a complete record of the payment of all district employees. It is printed semi-monthly and sometimes more often for special payments. Classified employees are paid semi-weekly and certified employees are paid monthly. The district is on the Office of Education computer system. This report includes the location code, name of employee, marital status, number of exemptions, pay status, phone number, check number, social security number, regular rate, regular hourly rate, other rate, other hours, other earnings, current gross, gross pay, deductions (federal and state taxes, FICA, retirement, insurance), and net pay.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 53 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 53 years and then destroy.

Microfilm duplicate: Retain in Office for 53 years and then destroy.

Paper: For records beginning in 1980 and continuing to the present. Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in State Records Center

**AGENCY:** Murray City School District (Utah)

**SERIES:** 84750

**TITLE:** Payroll registers

(continued)

for 53 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 53 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the district's Business Official. The Payroll Register is the district's only record of payments to its employees. Since they do not maintain a separate Employee Payroll History, the payroll register is maintained longer than the traditional 7 years. The register is essential for retirement purposes.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Murray City School District (Utah)

**SERIES:** 21972

3

**TITLE:** Personnel records

**DATES:** 1906-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

**AUTHORIZED:** 10/27/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after death or retirement or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.



**AGENCY:** Murray City School District (Utah)

**SERIES:** 21972

**TITLE:** Personnel records

(continued)

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years and then delete.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Murray City School District (Utah)

**SERIES:** 704

3

**TITLE:** Prior payment report

**DATES:** 1984-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This report lists all payments made to individual vendors. It is used for reference purposes. The report is updated monthly and is received initially as a computer printout. The annual report containing all vendor payments for the fiscal year is received on computer output microfiche. The report includes vendor number and name, 1099 flag (for purchases over \$600 which require an Internal Revenue Service form), purchase order number, invoice number, account number, check number, and check date.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 704

**TITLE:** Prior payment report

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 691

3

**TITLE:** Receipt register report

**DATES:** 1978-

**ARRANGEMENT:** Numerical by receipt number

**ANNUAL ACCUMULATION:** 2.00 fiche.

**DESCRIPTION:**

This is a monthly computer report of all cash receipts issued by the district. It includes receipt number, date of receipt, account number, description of account, source of funds, amount of receipt, and totals.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This retention reflects the previously approved School District Records Retention Schedule (1986) and the fiscal needs expressed by the district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 691

**TITLE:** Receipt register report

(continued)

**AGENCY:** Murray City School District (Utah)

**SERIES:** 13747

3

**TITLE:** Student membership report

**DATES:** 1994-

**ARRANGEMENT:** Chronological, thereunder numerical by school code

**ANNUAL ACCUMULATION:** 2.00 fiche.

**DESCRIPTION:**

This report is completed on student enrollment and dropouts as of October 1. It is used to qualify for state funding. Individual schools directly update the State computer system. The report is printed, signed and audited by district external auditors and sent to the State Office of Education. The report includes student enrollment by school, by grade, and ethnic group. The report also includes the dropout report.

**RETENTION:**

Retain 6 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 9, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy provided October 1 and year end reports retained permanently.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 13747

**TITLE:** Student membership report

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Murray City School District (Utah)

**SERIES:** 689

3

**TITLE:** Transaction summary report by program

**DATES:** 1978-

**ARRANGEMENT:** Chronological, thereunder numerical by code

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This monthly computer report lists all district financial transactions. It provides year-to-date detail information for all individual postings for the general ledger. It includes date, item description, transaction type, posting date, purchase order or receipt number, check number, encumbrance, debit or credit, account balance, and vendor.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month or until superseded and then destroy.

Computer output microfiche master: Retain in Office for 10 years or until superseded and then destroy.

Computer output microfiche duplicate: Retain in Office for 10 years or until superseded and then destroy.



**AGENCY:** Murray City School District (Utah)

**SERIES:** 689

**TITLE:** Transaction summary report by program

(continued)

**APPRAISAL:**

Administrative Fiscal

This retention is based on the administrative needs expressed by the district's Business Official.

**AGENCY:** Murray City School District (Utah)

**SERIES:** 702

3

**TITLE:** Void check register

**DATES:** 1980-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:** 4.00 fiche.

**DESCRIPTION:**

This is a monthly computer report of voided accounts payable checks. It is used for verification purposes. The report includes vendor number, check number, date, name, regular hours, regular amount, overtime hours, overpayment, location code, and gross pay.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

This retention is based on the previously approved School District General Records Retention Schedule (1986) and the administrative needs expressed by the district's Business

**AGENCY:** Murray City School District (Utah)

**SERIES:** 702

**TITLE:** Void check register

(continued)

Official.